



Policy: 4203
Procedure: 4203.03
Chapter: Mental Health
Rule: Criminogenic and Protective Factors Assessment

Effective: 08/08/06
Replaces: N/A
Dated: N/A

Purpose:

The Criminogenic and Protective Factors Assessment (CAPFA) is one part of the tools in the assessment and classification process. The CAPFA is designed to be used as a systematic and objective means of ensuring that case planning decisions are based on a number of factors which research has proven to be vital in reducing recidivism.

Arizona Department of Juvenile Corrections (ADJC) personnel shall use CAPFA results to develop the juvenile's case plan and to measure the juvenile's ongoing progress. The CAPFA measures incremental changes as the juvenile progresses through the ADJC system from commitment through parole. The CAPFA is a dynamic document that shall be updated within specified timeframes.

CAPFA is an assessment tool that is divided into the following 12 domains:

1. Risk to Re-Offend;
2. Behavioral Health (Medical and Mental);
3. School;
4. Employment;
5. Family;
6. Alcohol and Drugs;
7. Aggression;
8. Sexual Offending;
9. Social Influences;
10. Use of Free Time;
11. Skills; and
12. Attitudes & Behaviors.

Rules:

1. **SPECIFIED ADJC PERSONNEL** shall enter, save, and submit each CAPFA domain into Youthbase before the CAPFA is considered complete.
2. **Initial CAPFA Assessment:** The responsible **RECEPTION, ASSESSMENT, AND CLASSIFICATION (RAC) PERSONNEL** shall complete an initial CAPFA Assessment with all juveniles as part of the **RAC** process.
3. The **RAC ADMINISTRATOR** shall ensure that all domains are completed by the 14th day after the juvenile's admission into RAC. The **RESPONSIBLE RAC PERSONNEL** shall complete the following domains:
 - a. Domain 1 - Risk to Re-Offend: The **YOUTH PROGRAM OFFICER III (YPO III) CASE MANAGER** shall complete within two days of the juvenile's admission to RAC;
 - b. Domain 2, Section 1 - Behavioral Health (Medical): The assigned **QUALIFIED HEALTH CARE PROFESSIONAL (QHCP)** shall complete immediately, no later than 30 minutes of the juvenile's admission into RAC;
 - c. Domain 2, Section 2 - Behavioral Health (Mental Health), items 1 through 10 and 16 (RAC Intake Assessment): The assigned **QUALIFIED MENTAL HEALTH CARE PROFESSIONAL (QMHP)** shall complete within eight hours of the juvenile's admission into RAC;
 - i. The **QMHP** shall:

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- (1) Complete the remainder of Domain 2, Section 2 by the 13th day after the juvenile's admission into RAC.
 - ii. If the juvenile has been adjudicated for any sexual offenses or has prior sexual offenses in his/ her history:
 - (1) The **RAC QMHP** shall approve the referral to the Sex Offender Treatment Specialist for completion of the remainder of Domain 8;
 - (2) The **RAC YPO III** shall complete and send the referral to the Sex Offender Treatment Specialist within two days after the juvenile's admission into RAC;
 - (3) A **SEX OFFENDER TREATMENT SPECIALIST QMHP OR YPO III** shall complete Domain 8 for juveniles who have been charged with a sexual offense, by the 14th day after the juvenile's admission into RAC.
- d. Domain 3 - School: **EDUCATION PERSONNEL** shall complete by the 14th day after the juvenile's admission into RAC;
- e. After conducting an offense analysis and interview, the assigned **QMHP** and **YPO III** shall complete the following domains by the 14th day after the juvenile's intake into RAC. The domains to be completed are as follows:
 - i. Domain 4: Employment;
 - ii. Domain 6: Alcohol and Drugs:
 - (1) Only the QMHP shall complete this domain.
 - iii. Domain 7: Aggression;
 - iv. Domain 8: Sexual Offending (items 1 & 2);
 - v. Domain 9: Social Influences;
 - vi. Domain 10: Use of Free Time;
 - vii. Domain 11: Skills;
 - viii. Domain 12: Attitudes & Behaviors.
- f. Domain 5 – Family: The assigned **COMMUNITY CORRECTIONS EMPLOYEE** shall complete by the 14TH day after the juvenile's admission into RAC.
- g. The **RAC QMHP** shall:
 - i. Complete a comprehensive summary (within Domain 2) synthesizing all CAPFA Domain results with timely and culturally sensitive information;
 - ii. Forward the CAPFA to the RAC Psychologist for review by the 13TH day after the juvenile's admission into RAC;
 - iii. Save and submit the entire completed CAPFA following review and approval by the RAC Psychologist by the 14TH day after the juvenile's admission into RAC.

4. Initial CAPFA review:

- a. A **RAC ADMINISTRATOR IN COLLABORATION WITH THE RAC COORDINATOR** shall:
 - i. Facilitate a placement staffing with the RAC Multidisciplinary Treatment team (MDT) by the 18th day after the juvenile's admission into ADJC;
 - ii. Ensure the CAPFA and other screening assessment results are reviewed during the placement staffing;
 - iii. Assign the secure facility and unit placement for the juvenile, based upon the results of the CAPFA and other assessments, by the 19th day after the juvenile's admission into ADJC following recommendation by the RAC MDT;
 - iv. Forward the placement assignment by the 20th day after the juvenile's admission into ADJC to the Superintendent of the receiving secure facility.
- b. The **RECEIVING SUPERINTENDENT IN COLLABORATION WITH THE SECURE FACILITY PSYCHOLOGIST** shall:
 - i. Notify the receiving Unit Youth Program Supervisor (YPS), QMHP, and YPO III of the juvenile's placement by the 20th day after the juvenile's admission into ADJC.
- c. The **JUVENILE'S QMHP AND YPO III** shall review the CAPFA, Needs Prioritization, and other screening assessments prior to and in preparation for the juvenile's initial MDT meeting, which is held no later than the 30th day after the juvenile's admission into ADJC;
- d. The **YPS** shall ensure that the above information is discussed during the MDT meeting and is used to assist with the formation of the juvenile's Continuous Case Plan.

5. **90 day (Quarterly) CAPFA review within secure care:**

- a. The **RESPONSIBLE PERSONNEL** shall complete the CAPFA 90-day re-assessment of the dynamic items of each domain no later than 120 days after the juvenile's arrival in RAC, and subsequently every 90 days thereafter:
 - i. The **ASSIGNED YPO III** shall only update Domain 1: Risk to Re-Offend when a juvenile's parole is revoked and s/he returns to RAC;
 - ii. The **QUALIFIED HEALTH CARE PROFESSIONAL (QHCP)** shall update Domain 2, Section 1: Behavioral Health-Medical;
 - iii. The **ASSIGNED QMHP** shall update Domain 2, Section 2: Behavioral Health- Mental Health;
 - iv. The **ASSIGNED EDUCATION PERSONNEL** shall update Domain 3: School;
 - v. The **ASSIGNED QMHP AND/ OR YPO III** shall update
 - (1) Domain 4: Employment;
 - (2) Domain 6: Alcohol and Drugs.
 - (a) Only the QMHP shall complete this domain.
 - (3) Domain 7: Aggression;
 - (4) Domain 8: Sexual Offending (items 1 & 2);
 - (5) Domain 9: Social Influences;
 - (6) Domain 10: Use of Free Time;
 - (7) Domain 11: Skills;
 - (8) Domain 12: Attitudes & Behaviors.
 - vi. **SEX OFFENDER TREATMENT SPECIALIST (QMHP/YPO III)** shall update Domain 8: Sexual Offending;
 - vii. The **ASSIGNED PAROLE OFFICER** shall update Domain 5: Family.
- b. The assigned **QMHP** and **YPO III** shall save and submit each domain within the 10 day window prior to the due date;
- c. The **HOUSING UNIT MANAGER** shall ensure that all information has been entered into Windows Youthbase within the required timeframes.

6. **CAPFA Re-assessment and Review within the community:**

- a. Within 30 days of a juvenile's release from Secure Care to Parole status in the community, the **PAROLE SUPERVISOR** shall ensure that the juvenile has a CAPFA re-assessment;
- b. The **PAROLE OFFICER** shall update the CAPFA every 90 days thereafter;
- c. The **EDUCATION TRANSITION COORDINATOR OR DESIGNEE** shall update, save, and submit Domain 3 – School;
- d. The **ASSIGNED PAROLE OFFICER** shall update, save, and submit:
 - i. Domain 4: Employment;
 - ii. Domain 5: Family;
 - iii. Domain 6: Alcohol and Drugs;
 - iv. Domain 7: Aggression;
 - v. Domain 8: Sexual Offending;
 - vi. Domain 9: Social Influences;
 - vii. Domain 10: Use of Free Time;
 - viii. Domain 11: Skills;
 - ix. Domain 12: Attitudes & Behaviors.
- e. The **PAROLE SUPERVISOR** shall ensure that all information has been entered into Windows Youthbase within the required timeframes.

7. **CAPFA Re-assessment for Parole Violators:**

- a. **SECURE CARE PAROLE VIOLATOR UNIT PERSONNEL** shall reassess the juvenile's CAPFA within 30 days of the juvenile's return to secure care as a pending Parole Violator;
- b. **RESPONSIBLE PERSONNEL** shall complete the domains as listed in Rule 1.

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8. **CAPFA updates:** If the juvenile's assigned physical location is changed, the following shall occur:
- a. If a juvenile is transferred from one housing unit to another, the **ASSIGNED QMHP** of the sending housing unit shall make notations of progress or lack thereof in the comments section of each dynamic item of each domain within five days of transfer;
 - b. If a juvenile is transferred from one secure facility to another, the **ASSIGNED QMHP** of the sending housing unit shall make notations of progress or lack thereof in the comments section of each dynamic item of each domain within five days of transfer;
 - c. If a juvenile is released from secure care to the community, the **ASSIGNED QMHP** shall:
 - i. Make notations of progress or lack thereof in the comments section of each dynamic item;
 - ii. Complete Form 4250G Transfer/Discharge Summary 24 hours prior to juvenile's release.
 - d. If a juvenile returns to secure care from the community and if the Parole Officer has had contact within the current 90 day period, the **ASSIGNED PAROLE OFFICER** shall make notations of progress or lack thereof in the comments section of each dynamic item of each domain within five days of transfer;
 - e. If the **ASSIGNED PAROLE OFFICER** has not had contact during the current 90 day period and if the juvenile's parole is revoked, then **SECURE CARE PAROLE VIOLATOR PERSONNEL** shall complete an initial CAPFA assessment. Refer to Rule number 5;
 - f. If the juvenile is re-instated then the **ASSIGNED PAROLE OFFICER** shall conduct the 90 day assessment. Refer to Rule number 7.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
08/04/2006	Kellie M. Warren		